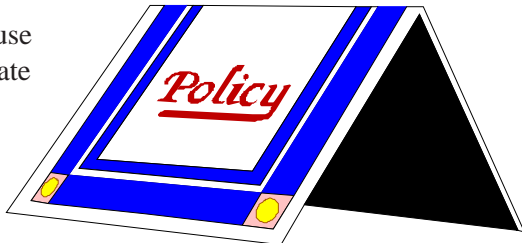


These Policy Changes Will Take Effect on July 1

Effective July 1, 2005, several travel-related policies will change. These updated policies will be available July 1 on the Division of Finance Web site at www.finance.utah.gov. Below is a summary of changes:

Rate Changes

- ◆ The mileage reimbursement for use of a private vehicle on official state business **if a fleet vehicle is not available** will increase from 37.5 cents per mile to 40.5 cents per mile to coincide with the rate allowed by the IRS. The mileage reimbursement rate if a fleet vehicle **is available** will remain at 32 cents per mile.
- ◆ The lodging per diem in Price will increase from \$55 per night plus tax to \$60 per night plus tax.



Parking

If a traveler uses a private vehicle on official state business and is reimbursed for mileage, parking charges may be reimbursed as an incidental expense.

Premium Cities

Policy allows a traveler to be reimbursed for the actual cost of meals up to \$50 in premium cities. Atlanta, Georgia, will be deleted from the list and Arlington, Virginia, will be added. This reflects the IRS allowances for those cities.

Insurance on Rental Vehicles

When you rent a vehicle from either Budget Car Rental or Enterprise Rent-A-Car, additional insurance on rental vehicles is not needed and will not be reimbursed **within** the 50 states and the District of Columbia. Coverage is included in the contracted rental rates.

If a traveler rents a vehicle **outside** the 50 states and the District of Columbia, insurance is not included in the rate. In this case, the insurance should be purchased and will be reimbursed.

Authorized Signatures

The current policy requiring completion of an Authorized Signature Card will be deleted, and the requirements for authorized signatures will be addressed in individual policies. The policy on travel reimbursements will require that if the department head delegates the responsibility to approve out-of-state travel authorizations, the delegation must be in writing and maintained by the agency for audit purposes. The policy on employee reimbursements will require the signature of the employee and a manager or supervisor other than the employee.

If You Have Questions

If you have questions, please contact Brenda Lee Sy by phone at 801-538-3100 or by e-mail at brendalee@utah.gov. ➔

In This Case ... Don't Call Us

Please do not call our After Hours Emergency line or the State Travel Office to check on the wait time for checking in at your departure airport. Instead, you should check the airlines' Web sites before you leave for the airport.

These Web sites will allow you to type in an airport code and immediately obtain information about the estimated wait time at your departure airport. The airlines update this information frequently throughout the day, especially in case of bad weather.

Please note that each time you call the After Hours line your agency is automatically charged \$8.75 (if an airline ticket is issued, an additional \$15 will be charged). Also note that the After Hours operators will not provide information on wait times. They will direct you to the airlines' Web sites.

Here are Web addresses for some of the major airlines:

America West Airlines	www.americawest.com
American Airlines	www.aa.com
Continental Airlines	www.continental.com
Delta Airlines	www.delta.com
Northwest Airlines	www.nwa.com
Southwest Airlines	www.southwest.com
United Airlines	www.ual.com
US Airways	www.usairways.com



CTA Reconciliation Will Be Easier

The Airline Reporting Corporation (ARC) has implemented a new process for charging service fees that will make it easier and less time consuming to reconcile your CTA accounts.

As a result of this new process, the Service Fee Reports (Air Activity) will show a name and ticket number associated with every service fee charged by Christopherson Travel. We will start using this new process on July 1.

For an example of what the Service Fee Report will look like, [click here](#).



Hotels Change Names

Two Salt Lake City hotels have recently changed names. Use the information below to help you keep track of the new hotel names.

Formerly

Prime Hotel

Holiday Inn

Now

Radisson Hotel

Address: 215 West South Temple

Quality Inn

Address: 1659 West North Temple ➔



Check Airlines for Regulations on Unaccompanied Minors

Agencies like Human Services and Health who are responsible for transporting children between the ages of 5 and 12 on an airline without a parent or guardian, should be aware that the regulations covering the travel of these unaccompanied minors have changed.

Many airlines will not allow children under the age of seven to change planes to make connections. Southwest Airlines, for example, will not allow any minor (ages 5 to 12) to change planes.

Upon arrival at their destination, minor children will be escorted from the aircraft by a flight attendant and released to the person named by you prior to departure. Generally, airlines will charge \$40 to \$75 each way as an escort fee, depending on the age of the child.

Check with your airline for their specific regulations regarding children who travel on an airline without a parent or guardian. ➔



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State Travel Agency Contact Information

Monday – Friday

8:00 a.m. – 5:00 p.m.*

801-538-3350

Daytime Emergency

8:00 a.m. – 5:00 p.m.* weekdays

801-537-9124

After Hours Emergency

5:00 p.m. – 8:00 a.m.* weekdays,
and on weekends and holidays

1-800-358-1019

(\$8.75 per call charge to CTA)

FAX Number

801-538-3485

Office Address

Room 1170 State Office Building
Salt Lake City, Utah 84114

Office Hours

8:00 a.m. – 5:00 p.m.* weekdays
State of Utah Holidays Observed

*Mountain Time